

## **2 FAM 1430**

# **OFFICIAL VISITS AND ENTERTAINMENT**

*(CT:GEN-321; 11-08-2005)*  
*(Office of Origin: S/CPR)*

## **2 FAM 1431 APPLICABILITY**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

This regulation governs all arrangements for state visits and other official entertainment in Washington, *D.C.* It does not apply, however, to entertainment for international conferences held in Washington, *D.C.*

## **2 FAM 1432 REQUESTS FOR ENTERTAINMENT**

### **2 FAM 1432.1 Submission of Request**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

Officers of the Department *who desire* to arrange for official entertainment *must* submit their requests to the Chief of Protocol by memorandum, signed or approved by *a Department officer* of rank not below that of deputy assistant secretary of state.

### **2 FAM 1432.2 Responsibility of the Office of the Chief of Protocol**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

The Office of the Chief of Protocol (*see 1 FAM 024*) *must* consult with the interested offices and *must* make all necessary arrangements for the functions, including the issuance of invitations, locations, seating, and other physical and financial arrangements.

## **2 FAM 1433 TRAVEL OF RANKING FOREIGN OFFICIALS TO THE UNITED STATES**

### **2 FAM 1433.1 Limitations on Issuance of Invitations**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

*Do not make* offers or commitments of any kind to representatives of other governments with respect to official visits without specific authorization from the Secretary.

### **2 FAM 1433.2 Requests for Authorization**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

*Clear* all requests to the Secretary for approval of official visits to the United States of ranking foreign officials with the Under Secretary for Political Affairs, the Assistant Secretary for Administration, and the Chief of Protocol. *Submit* requests for clearance of changes in the schedule of any approved visit to the Under Secretary for Political Affairs and *the* Chief of Protocol.

### **2 FAM 1433.3 Information on Arrivals and Departures**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

Officers of the Department *must* inform the Under Secretary for Political Affairs and the Chief of Protocol of possible or impending visits, official or otherwise, and of anticipated arrivals of ranking foreign officials and other distinguished visitors to this country. Officers *must* also furnish the Chief of Protocol with any advance information on a proposed transfer or retirement of a chief of a foreign diplomatic mission, especially the probable date of final departure from Washington, *D.C.*

## **2 FAM 1434 ARRANGING FOR OFFICIAL ENTERTAINMENT**

### **2 FAM 1434.1 Responsibilities of the Chief of Protocol**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

*The Office of* the Chief of Protocol (see 1 FAM 024) *will arrange* official entertainment, as prescribed in this section. The Chief of Protocol *is* also responsible for maintaining and operating the President's Guest House.

### **2 FAM 1434.2 Entertainment by the Secretary and the Acting Secretary**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

Entertainment by the Secretary or Acting Secretary in honor of distinguished foreigners, or, in special cases, for American officials, *is* held in the Diplomatic Reception Rooms, the President's Guest House, hotels, or other designated places as desired by the host.

The James Madison Room is available for small functions limited to 20 guests and is for the exclusive use of the Secretary or Acting Secretary. *Make* requests for this type of official function in the form of an action memorandum addressed to the Secretary, per guidelines prescribed in section 2 FAM 1434.6. The Office of Protocol will be responsible for the arrangements and payment of services provided by a caterer or other vendors as required.

The President's Guest House (Blair House) may be used for official entertaining by the Secretary and Acting Secretary for seated functions limited to 70 guests or for receptions of 300 or fewer.

This facility is also available for the Vice President or other Cabinet Secretaries *to use*.

## **2 FAM 1434.3 Entertainment by the Deputy Secretary, Under Secretaries, Assistant Secretaries, or Equivalent**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

In order to maintain the prestige of the entertainment, the host, wherever possible, *must* be an Assistant Secretary or an officer of equivalent or higher rank. Deputy assistant secretaries may be hosts at luncheons when especially strong justification is shown. Distinguished foreigners and those United States citizens who occupy key positions in international organizations or in organized advisory groups may be principal guests when they are of importance in terms of their participation or interest in attaining the foreign policy or program objectives of the United States. All entertainment provided for under this section must be entirely official, without social implications, and *must* include, except in special cases, only working personnel on American and foreign sides. *Arrangements for entertainment as described above will be organized* as follows:

- a. In certain hotels and clubs:
  - (1) Luncheons for more than 16 persons and dinners for more than 14 persons;
  - (2) Receptions for more than 175 guests; and
  - (3) Small luncheons involving 6 or fewer persons, in *the* main dining room of a hotel or club.
- b. In the Diplomatic Reception Rooms, including the Benjamin Franklin and the Henry Clay Rooms, as well as the James Buchanan, the Robert Livingston, the Martin Van Buren, and Daniel Webster Rooms.

## **2 FAM 1434.4 Entertainment by Vice President of the United States**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

In connection with official visits of distinguished foreigners to the United States, the Chief of Protocol *must* also arrange the entertainment prescribed in section 2 FAM 1434.3 when the host is the Vice President of the United States.

## **2 FAM 1434.5 Entertainment of Other Principal Guests**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

Under unusual and urgent circumstances, it may be in the national interest to provide entertainment for other principal guests, such as Cabinet Secretaries, Congressmen, or distinguished leaders in a given field. *Any decision regarding* entertainment should be *made* only after careful consideration and clearance with the offices of the Secretary or Acting Secretary, the Under Secretary for Management, and the Chief of Protocol.

## **2 FAM 1434.6 Requests for Official Entertainment**

*(CT:GEN-321; 11-08-2005)*  
*(State Only)*

*Submit* requests for official entertainment to the Chief of Protocol for clearance in the form of an action memorandum to the Secretary or host. Suggested guest lists, including full names, titles, addresses, and telephone numbers, should accompany this memorandum. *Keep* the number of Departmental officers included in the guest list to a minimum, and, in any event, *do* not exceed 50 *percent* of the total.

## **2 FAM 1435 THROUGH 1439 UNASSIGNED**